

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301910
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005978	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Data Administrative Manager 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Participates as part of team of program staff to develop, publish & enforce policies & procedures regarding data warehousing administration; develops standards for new & existing data definition; determines data warehousing software to maintain data administration standards & assists in design & development of database applications for all State of Ohio benefit areas (healthcare, dental, vision, disability & workers' compensation); serves on team as benefits management analyst to conduct analytical studies & extensive data manipulation; provides interface & analytical support regarding health care, financing costs, quality access & utilization with other organizations conducting analysis; coordinates health care analysis, research & reporting with analyst dedicated to disability & workers' compensation; coordinates integrated approach to benefits data analysis; identifies & coordinates integration of benefits data uploads from various claims payers, (e.g., healthcare vendors & third party administrators); formulates policy regarding database & spreadsheet software usage to manipulate data & provide reports for benefit program areas, (e.g., healthcare, disability & workers' compensation); reviews data integrity reports; troubleshoots problems & coordinates data warehouse software upgrades; formulates data integration implementation procedures/policies; manages work with data warehouse vendor to oversee initiatives; revises data quality & recommends addition of new data elements to increase usability of benefits information; plans & directs management evaluation & monitoring system for assigned benefits program areas, (e.g. healthcare, dental, vision, disability & workers' compensation); provides technical assistance & training for Benefits staff in use of data warehouse & data management software.	Knowledge of: (1) data processing systems or business &/or public administration, (2) personal computer operating systems, (3) database systems, (4) system design, (5) data backup & recovery, (6) data security industry standards in data administration, (7) health services administration or comparable field, (e.g. health benefits design, pricing, solutions, health services administration, disability, workers compensation benefits)*, (8) federal & state program rules & regulations, (9) agency policies & procedures*, (10) government structure & processes*, (11) budgeting. Skill in: (12) operation of personal computer & peripheral equipment (e.g., printers, modems), (13) computer programming & reporting packages (e.g. Excel, Access, SAS, SPSS). Ability to: (14) define problems, collect data, establish facts & draw valid conclusions & projections, (15) develop analytical documents (e.g., defining health services, recommending policy/design changes &/or explaining impact of policy alternatives), (16) work dependently, (17) lead &/or cooperate with co-workers on research / analytical projects, (18) support scheduling & ad hoc reporting for complex organization, (19) manage day-to-day workflow & deliverables between organization & data warehouse vendor, (20) attend meetings as expert, (21) prepare meaningful, concise & accurate reports, (22) prepare & deliver speeches before specialized audiences & general public,  *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/21/08
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DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005978  JOB CODE TITLE Data Administration Manager 1  JOB CODE 67171	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Data Administrative Manager 1	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.		

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		(23) deal with a variety of variables impacting the Benefits processes in conjunction with the OAKS system*.
10	Serves as liaison between Ohio Administrative Knowledge System (OAKS) staff & Benefits staff; works in a team oriented environment with staff within Benefits Administration Services to assist in completion of specific projects related to all state benefit programs; produces meaningful reports for Benefits or initiates request of OAKS staff to do so.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8, 9*, 10*, 11. Skill in: 12, 13. Ability to: 14, 15, 16, 17, 18, 19, 20, (24) query databases.
10	Attends meetings & makes presentations regarding benefits; represents senior benefits manager &/or administrator at meetings & assumes responsibility & authority during senior benefits manager &/or administrators absence as requested; enters, edits &/or retrieves data to produce complex papers & reports; performs other duties as assigned.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8, 9*, 10*, 11. Skill in: 12, 13. Ability to: 14, 15, 16, 17, 18, 19, 20, 21

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/2/03
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